


PHILIP MORRIS MANAGEMENT CORP.

INTER-OFFICE CORRESPONDENCE
P.O. BOX 26583, RICHMOND, VA 23261-6583

TO: Jay Poole
FROM: Clare Purcell 
RE: Records Retention

DATE: February 3, 1994

Some time ago you requested that we revisit the records retention categories for your function (including Louisville and Cabarrus). We have done so and are providing you with:

- Attachment 1: a "consolidated" draft retention schedule
- Attachment 2: a category description list
- Attachment 3: a list of categories which need further definition

The draft schedule conformed to those issued in New York for similar functions. Please have it reviewed and resolve the categories in Attachment 3 by either describing them so that we can give you an appropriate category name, or including them in an existing category on your draft schedule (Attachment 1).

When we have made all of the necessary adjustments, we will issue a "final" revised schedule for your area.

CCP/dr
Attachments

cc:  L. Cummings
V. Murphy

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